



**City of  
Norfolk**  
Department of Fire-Rescue

TO: All Persons Interested in Virginia 1 DMAT (Disaster Medical Assistance Team) Membership  
FROM: Assistant Fire Chief D. B. Palmer, VA-1 DMAT Team Leader  
COPIES: VA-1 Directors, File  
SUBJECT: Request for Applications, Cover Letters and Résumé's for Federal Emergency Response Team VA-1 DMAT

December 1, 2003

Please be advised that the Norfolk Department of Fire - Rescue Fire Chief's Office is accepting applications for voluntary participation in the Virginia-1 Disaster Medical Assistance Team. Include in your application package the application form (as attached) signed by your employer supervisor, a cover letter detailing your reason and interest for applying and a current 2-page resume'.

Charter year openings are present on VA-1 DMAT in all positions and billets including physicians, paramedics, nurses, pharmacists, security, communications specialists, supply and logistics specialists and a number of support positions. Brief job descriptions and minimum requirements are also attached. Recruiting is occurring in an area comprising a 3 hour maximum response time to Norfolk, VA which includes Hampton Roads, the Richmond Metro and the Charlottesville areas.

Please be advised that the submission of an application and resume' package does not guarantee you a position. Members will be selected based on several criteria that will include, but not be limited to: seniority and rank, work experience and skill level, federal or regional team experience, level of commitment, ability to work in a team setting, etc. All applications are to be returned c/o VA-1 DMAT Selection Committee by Friday January 16, 2004 at the address listed below. Interim selection decisions will be made shortly thereafter. VA-1 team meetings will start in early 2004.

It must be understood that final appointment to VA-1 DMAT will be made by the Department of Homeland Security – National Disaster Medical System after an additional formal DMAT application process and screening. Requirements for continued team participation will include a commitment to complete core training requirements and attend team meetings and drills some of which may involve a portion of your own time.

Once VA-1 DMAT is fully operational, designation and deployment of team members will be at the sole authority of the Team Leadership. Deployments will require a commitment to serve on a temporary federal duty assignment for as much as a week to 10 days anywhere within the United States and its holdings. Supervisor and employer sponsorship is mandatory. Individual DMAT activities, job performance and discipline will be governed by VA-1 DMAT and Federal NDMS Policies and Procedures.